

Donated Sick Leave Pay Code

Once an employee has been approved to **receive** donated leave, an agency will be able to immediately increase an employee's **eSTART** Sick Leave balance using the **Donated Sick Leave** pay code.


This pay code edit is only necessary if the GHRs Sick Leave accrual transaction **has not** been processed by GHRs and sent to eSTART. Accrual balances in eSTART are reset using GHRs totals two business days before payday. If the eSTART accrual balance reset has occurred and the GHRs Sick Leave accrual transaction is included in the updated balance, this pay code edit is not required.


NOTE: This pay code will **ONLY** update the eSTART Sick Leave balance. **It will not be sent to GHRs.** The GHRs Sick Leave accrual transaction must be entered into GHRs for the **receiving** employee in addition to using this pay code. Also the de-accrual transaction for the **donating** employee should be entered in GHRs. Do not enter the de-accrual into eSTART.

Using the Donated Sick Leave Pay Code in the Timecard to Increase the Sick Leave Balance

Current Sick Leave balance as of 08/01

| Accrual Code | Accrual Reporting Period | Accrual Available Balance |
|--------------|--------------------------|---------------------------|
| SICK LEAVE | Mon 1/01 - Mon 12/31 | 0:00 |

1. Open the **Timecard** of the employee to update.
2. If the date row contains punches, use the  (plus sign icon) to insert a new row.
3. Open the **Pay Code** drop-down list on the effective date of the donation and select **Donated Sick Leave**.
4. In the **Amount** column, key in the number of hours to add to the employee's Sick Leave balance.
5. Press **Save**.

| | Date | Pay Code | Amount |
|---|----------|--------------------|--------|
|  | Wed 8/01 | DONATED SICK LEAVE | 80:00 |

Updated Sick Leave balance as of 08/01

| Accrual Code | Accrual Reporting Period | Accrual Available Balance |
|--------------|--------------------------|---------------------------|
| SICK LEAVE | Mon 1/01 - Mon 12/31 | 80:00 |

Once the process above is complete, the **Sick Leave Taken** pay codes may be added to the employee's timecard.